

MINNESOTA HOUSING MAPE JOB POSTING

POSTING DATE: October 10, 2011

EXPIRATION DATE: October 20, 2011

MN HOUSING FINANCE AGENCY/PROGRES

THE MINNESOTA MULTIFAMILY DIVISION HAS A POSITION OPEN FOR BIDS FROM ELIGIBLE EMPLOYEES IN THE HOUSING PROGRAM PROFESSIONAL JOB TRACK. THIS IS A FULL TIME, UNLIMITED POSITION ON THE PERFORMANCE BASED CONTRACT ADMINISTRATION TEAM.

THIS POSTING IS FOR A PERIOD OF TEN (10) CALENDAR DAYS FROM THE POSTING DATE OF THIS NOTICE.

MHFA JOB TRACK (IN PROGRES)

Housing Program Professional

LOCATION:

MN MultiFamily Division

UNDERLYING CLASSIFICATION

Housing Program Professional
Intermediate

EMPLOYMENT CONDITION:

Full-time, Unlimited

Competencies Required:

- Draws upon individual expertise and talent as a resource for the team. Seeks as well as provides feedback to others. Shares experience and knowledge with others.
- Takes personal responsibility for meeting business targets despite changing business conditions.
- Develops trust and cooperation in customer group relationships and accurately assesses the customer's environment and the real nature of their needs and expectations.
- Identifies and weighs alternative solutions and sees their consequences or effects; chooses an appropriate solution from available options.
- Maintains composure and communicates effectively and respectfully in negative situations or when faced with hostility, opposition or pressure.

Essential Job Duties:

- Perform comprehensive reviews of Section 8 developments throughout the state
- Complete detailed audits
- Perform physical inspections
- Review compliance and management practices in accordance with federal regulations

Posted by: Human Resources

- Create reports and provide analysis of developments within a portfolio to internal/external stakeholders in a detailed, professional manner

Minimum Qualifications:

- Experience administering/working knowledge of federal housing assistance programs
- Bachelors Degree and/or 5 years of direct, relevant experience in administering a housing assistance program or property management.
- Excellent Customer Service skills
- Audit and compliance experience
- Ability to travel state-wide and stay overnight
- Communication skills necessary to speak with a diverse population and to serve as a resource for auditing proceedings.

Preferred Qualifications:

- Experience administering/working knowledge of the Section 8 program
- Assisted Housing Manager, Certified Occupancy Specialist, or Certified Manager of Housing Certification

ALL INTERESTED AND QUALIFIED EMPLOYEES SHOULD SUBMIT A WRITTEN REQUEST (BID), IN THE FORM OF AN INDIVIDUAL JOB PROFILE, TO THE HUMAN RESOURCES DIVISION ON OR BEFORE THE EXPIRATION DATE OF THIS POSTING.